

March 5, 1997

**IMPLEMENTATION OF MEDICAL CARE COST RECOVERY (MCCR)
ACCOUNTS RECEIVABLE (AR) VERSION 4.5 SOFTWARE.**

1. **PURPOSE:** This Veterans Health Administration (VHA) directive provides guidance to medical centers on the implementation of the Veterans Health Information Systems and Technology Architecture (VISTA) Accounts Receivable Version 4.5 software package.

2. **POLICY**

a. The use of AR Version 4.5 is mandatory for all VHA medical facilities including Integrated Groups both the parent and legacy sites. This includes subsequent software patches and software routines which require AR Version 4.5's functionality.

b. Facilities are required to archive closed records that are 24 months old or older.

3. **ACTION**

a. Copies of this directive should be distributed to the MCCR Coordinator, Fiscal Service and Information Resource Management (IRM) Service.

b. AR Version 4.5 must be installed at each facility. This includes any subsequent software patches relating to enhancements or software related routines that require the functionality of AR Version 4.5.

c. Integrated facilities, specifically legacy sites, are to continue operation of AR Version 4.5 until such time as all accounts receivable records are closed.

d. Internal Revenue Service (IRS) Refund Offsets will continue to be in effect. Currently with AR Version 4.5, the weekly update code sheets will be automatically generated each Monday. Facilities must access IFCAP to batch and transmit code sheets to the Austin Automation Center for referral to IRS.

e. Archiving.

(1) Archiving records can be accomplished in three ways, to:

(a) Paper,

(b) Microfiche, and

(c) Tape.

THIS VHA DIRECTIVE EXPIRES MARCH 5, 2002

VHA DIRECTIVE 97-010

March 5, 1997

(2) Once a record has been archived, it cannot be re-established using the original bill number. The original reference number still exists in the system and has a status of "Archived" accompanied by the date the record was archived. To re-create an archived record use the Clerk's Menu Option, Establish/Edit Old Bill.

(3) Identify the record by modifying the archived reference number (e.g., K700005 can be changed to K70000E) See modification reference table following for further explanation.

Modification Reference Table:

K700001 = K70000A	K700006 = K70000F
K700002 = K70000B	K700007 = K70000G
K700003 = K70000C	K700008 = K70000H
K700004 = K70000D	K700009 = K70000I
K700005 = K70000E	K700000 = K70000J

(4) Any principal, interest and administrative charges applicable to the record must be included. Under the same Clerk's Menu use the Account Management Menu to access the Bill Comment Log to enter an explanation for re-creating the archived record.

f. Disposal of archived records must be in accordance with MP-4, Part X, Section 7, Collections (Indebtedness).

g. The AR Version 4.5 Billing Menu must be provided to every individual who is approved to create bills.

h. For specific step by step instructions for using the AR Version 4.5 software, refer to the release notes and user documentation.

4. **REFERENCE:** MP-4, Part X, Section 7.

5. **RESPONSIBILITY:** Director, Medical Care Cost Recovery Office (174), is responsible for the contents of this directive.

6. **RESCISSION:** VHA Directive 10-93-009 is rescinded. This VHA directive expires March 5, 2002.

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Under Secretary for Health

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